



DEPARTMENT OF THE NAVY

PATROL SQUADRON
SPECIAL PROJECTS UNIT TWO
NAS BARBERS POINT HAWAII 96862-6100

IN REPLY REFER TO

VPU-2INST 5400.1D

21 APR 1987

PATRON SPECIAL PROJECTS UNIT TWO INSTRUCTION 5400.1D

Subj: SPECIAL PROJECTS ORGANIZATION

Ref: (a) VPU-2INST 1601.2A
(b) OPNAVINST 4790.2

Encl: (1) Duties of Officers and Enlisted Personnel
(2) PATRON Special Projects Unit Organization

1. Purpose. To issue the Patrol Special Squadron Projects Unit TWO organization.

2. Cancellation. PATRONSPEC PROJUNITTWOINST 5400.1C

3. Objective. The objective of this instruction is to provide guidance to officers and certain enlisted members of the Unit in the authority, responsibilities and duties of their assigned billets. The guidance contained in enclosure (1) is not intended to be all inclusive, but identifies only basic organizational duties and responsibilities. Those officers and enlisted whose duties are listed are encouraged to exhibit initiative and innovation in the carrying out of their assigned duties.

4. Action. Individuals filling the billets whose duties, responsibilities and authority are described in enclosure (1), shall make themselves familiar with and use this instruction as a guideline in the performance of their assigned duties.

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Distribution:

VPU-2INST 5216.1B, List A

1. Officer in Charge:

a. Basic Function. The Officer in Charge, Patrol Squadron Special Projects Unit TWO shall perform duties as prescribed by Commander, Patrol Wing TWO and other higher authorities. He shall ensure that high standards of conduct and general efficiency are maintained. He is to keep Commander, Patrol Wing TWO and Commander, Patrol Wing ONE informed of all activities concerning Special Projects Unit assets under their cognizance and in turn ensure compliance with their decisions and policies which affect Special Projects personnel. He shall coordinate the functions of the Unit and prescribe internal policy for methods of operation.

b. Duties, Responsibilities and Authority.

(1) Manage and direct the operation of Special Projects utilizing the personnel and aircraft assigned.

(2) Formulate and promulgate policies and procedures for the coordination and direction of the personnel of the Unit in the performance of their duties.

(3) Promote safety consciousness in order to eliminate avoidable accidents and casualties.

(4) Ensure the maintenance of physical security, good order and discipline within the spaces of his Unit.

(5) Prosecute a vigorous program of material conservation and power utilization.

(6) Maintain the records, files and publications of the Unit in accordance with current instructions.

(7) Provide facilities and channels for the dependable and expeditious dissemination of information, instructions and directives within the Unit.

(8) Review all correspondence, messages and internal directives prepared within the Unit for approval and release in accordance with prescribed procedures.

(9) Provide for security of classified material within the Unit.

(10) Maintain a turnover file containing the current status of work, condition of equipment, the personnel situation and such other data as he may consider useful for the orientation of the officer relieving him.

(11) Make recommendations to higher authority for revisions to Unit personnel allowances.

(12) Encourage the general education and development of assigned personnel through participation in correspondence courses and voluntary off duty training courses and discussion groups.

(13) Administer the liberty of enlisted personnel within the Unit in accordance with prescribed policies and procedures.

(14) Actively and closely supervise the training and professional development of junior officers assigned to his Unit.

(15) Prepare and submit reports of fitness on all officers assigned.

(16) Investigate all reports referred to him involving disciplinary cases by personnel of the Unit and take appropriate action concerning their disposition.

(17) Actively safeguard the physical, mental and moral well-being of his personnel. Cultivate and sustain within the Unit a sound state of morale.

(18) Maintain spaces and equipment under his cognizance in a high state of cleanliness and material preservation.

(19) Act as custodian of accountable equipment assigned to the Unit and assign sub-custody of this material to other individuals when appropriate.

2. Assistant Officer in Charge:

a. Basic Function. The Assistant Officer in Charge shall perform duties as prescribed by the Officer in Charge. He shall follow policies and procedures set forth by the Officer in Charge and be in charge of Special Projects in the absence of the Officer in Charge.

b. Duties, Responsibilities and Authority.

(1) Maintain a current working knowledge of the status of the Unit.

(2) Be prepared to assume the duties of Officer in Charge in the absence of the Officer in Charge.

(3) Review all correspondence, messages and internal directives prepared within the Unit. Forward recommendations to the Officer in Charge.

(4) Screen all reports of disciplinary cases involving Unit personnel. Advise the Officer in Charge on findings and recommend method of disposition.

(5) Inspect spaces and aircraft to insure cleanliness.

(6) Keep the Officer in Charge informed on progress of Department Heads and any difficulties encountered.

(7) Act as Senior Watch Officer; responsible for the Administration and management of the Unit's watch organization as set forth in reference (a).

3. Department Heads:

a. Basic Function, Duties, Responsibilities and Authority. In addition to the specific duties outlined in this manual, all department heads shall:

(1) Maintain a current organizational manual for the Unit approved by the Officer in Charge.

(2) Formulate and promulgate policies and procedures for the coordination and direction of personnel of the department in the performance of their duties.

(3) Promote safety consciousness and reduce accidents and casualties to a minimum.

(4) Ensure the maintenance of physical security, good order and discipline within spaces under the cognizance of his department.

(5) Conduct a vigorous program of material conservation and manpower management.

(6) Maintain the records, files and publications of the department in accordance with current instructions.

(7) Provide for the expeditious dissemination of information, instructions and directives within the department.

(8) Review all correspondence, messages and internal directives prepared within the department for approval and release in accordance with prescribed procedures.

(9) Provide for the security of classified material within the department.

(10) Maintain a department turnover file containing the current status of work, condition of equipment, personnel situation and such other data as he may consider useful for the orientation of the officer relieving him.

(11) Make recommendations to the Officer in Charge for revisions to department personnel allowances.

(12) Encourage the general education and development of assigned personnel through correspondence courses and voluntary off-duty training courses and discussion groups.

(13) Maintain a leave program that will ensure the orderly use of accrued leave with a minimum of interference with department efficiency.

(14) Administer the liberty of enlisted personnel within the department in accordance with prescribed policies and procedures.

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(15) Actively and closely supervise the training and professional development of personnel assigned to the department.

(16) Establish within the department procedures for the accurate and expeditious accountability of assigned personnel.

(17) Investigate all reports referred to him involving disciplinary offenses by personnel of his department and make recommendations to the Officer in Charge concerning their disposition.

(18) Establish policies and procedures through which his personnel may have direct access to him for the expression of beneficial suggestions or grievances or complaints.

(19) Actively safeguard the physical, mental and moral well-being of all personnel. Cultivate and sustain a sound state of morale.

(20) Maintain the spaces and equipment under his cognizance in a high standard of cleanliness and material preservation.

(21) Act as custodian of accountable equipment assigned to the department and assign sub-custody of this material to other individuals in the department when appropriate.

(22) Keep the Officer in Charge advised concerning all casualties, deficiencies and anticipated difficulties which may significantly affect the operational readiness and administrative efficiency of the Unit.

4. LCPO/Senior Enlisted Advisor/Command Master Chief:

a. Basic Function. Maintain Unit enlisted morale and provide liaison between upper and lower echelons within the Unit.

b. Duties, Responsibilities and Authority.

(1) Act as liaison with host activity Senior Enlisted Advisor and represent Special Projects at Sailor of the Quarter/Year selection boards and all appropriate meetings.

(2) Ensure proper billeting for all enlisted personnel.

(3) Provide counsel to all enlisted members as necessary and keep the Officer in Charge informed of any morale problems.

(4) Perform any such other duties as may be assigned.

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5. Command Career Counselor

a. Basic Function. Works directly for the OIC/AOIC for the purposes of retention, and shall be the command's principal advisor on policies and regulations related to Navy career planning matters, be a primary technical assistant supporting other members of the retention team, and maintain awareness of revisions and innovations in retention programs through access to Navy directives, reference materials, experience and training.

b. Duties, Responsibilities and Authority.

(1) Organize and monitor a vigorous and effective career counseling program and interview schedule.

(2) Organize, train and support department/division career counselors.

(3) Report retention team activities to the Officer in Charge on at least a monthly basis.

(4) Inform the Officer in Charge of situations which have a positive or negative impact on retention team efforts and make recommendations as appropriate.

(5) Maintain command retention statistics.

(6) Keep retention team members informed of changes in policy which may affect individual attitudes toward the Navy or command.

(7) Maintain those publications/materials necessary to sustain an effective program.

(8) Coordinate and arrange for group interviews.

(9) Maintain a tickler file to ensure that all personnel are counseled.

(10) Ensure that all personnel are informed on matters related to career retention.

(11) Maintain liaison as appropriate to ensure that all interviews are conducted in a timely fashion.

(12) Be primary coordinator for the Sponsor Program.

(13) Maintain liaison with wives' clubs and ombudspersons to ensure that an accurate flow of pertinent information is established.

(14) Assign sponsors to all incoming Enlisted personnel.

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6. Administrative Officer:

a. Basic Function. The Administrative Officer is responsible to the Officer in Charge via the Assistant Officer in Charge for the duties of a department head as outlined in paragraph 3.

b. Duties, Responsibilities and Authority.

(1) Assist and advise the Officer in Charge in all matters pertaining to the internal administration of the Unit.

(2) Screen all correspondence and directives routed to the Officer in Charge and initiate required action as appropriate.

(3) Ensure pertinent items are included in the Special Projects Plan of the Week.

(4) Act on Unit administrative matters as delegated by the Officer in Charge.

(5) Ensure that the Unit's central correspondence files are maintained in accordance with the current edition of the Navy Filing Manual and other pertinent directives.

(6) Ensure that a tickler file is maintained for the timely submission of required reports.

(7) Serve in an advisory capacity to other department heads and the Officer in Charge concerning the technical format and clerical acceptability of official correspondence.

(8) Ensure that a reference library is maintained on all publications normally required for the administration of the Unit and that such publications are requisitioned and updated when required.

(9) Exercise control over the production, issuance, revision and change of all Unit directives, instructions and notices.

(10) Supervise the distribution, handling and forwarding of officer fitness reports.

(11) Ensure that subordinate officers and enlisted personnel of the administrative department perform all duties.

7. Assistant Administrative Officer:

a. Basic Function. The Assistant Administrative Officer shall be responsible to the Administrative Officer and be prepared to act as Administrative Officer in his absence.

b. Duties, Responsibilities and Authority. The Assistant Administrative Officer shall:

- (1) Assist the Administrative Officer as he may direct.
- (2) Assume custody of and supervise the preparation and maintenance of all Special Projects Officer Service Records and ensure that all required entries are made therein in accordance with current directives.
- (3) Supervise the timely preparation and dissemination of the Special Projects Plan of the Week under the signature of the administrative Officer.
- (4) Supervise the timely preparation of all administrative - related reports.
- (5) Prepare and update a Special Projects Officer Social Roster to be published once per quarter or as changes occur.
- (6) Prepare estimates of the recommendations for future officer personnel requirements.
- (7) Establish a system to ensure the availability of YN/PN during off duty hours.
- (8) Establish an efficient system for the check-in and check-out of officer personnel.

8. Personnel Officer:

a. Basic Function. The Personnel Officer is responsible to the Administrative Officer for the performance of his assigned duties. In the absence of the Administrative Officer and Assistant Administrative Officer, he will act in his place in routine and emergency administrative matters. As the Special Projects Personnel Officer, he is responsible under the Administrative Officer for enlistment, placement and the administration and custody of enlisted personnel records.

b. Duties, Responsibilities and Authority. The Personnel Officer Shall:

- (1) Assist the Administrative Officer as he may direct.
- (2) Ensure the preparation and maintenance of the Special Projects Recall Bill.
- (3) Assume custody of and supervise the preparation and maintenance of the service records of all Special Projects enlisted personnel and ensure that all required entries are made in accordance with current directives.
- (4) Supervise the preparation and reporting of semi-annual marks, evaluation sheets, leave papers and identification cards.

(5) Establish an efficient system for check-in/out of enlisted personnel.

(6) Interpret and coordinate actions required by enlisted personnel directives received from higher authority.

(7) Compile estimates of future personnel requirements based on anticipated gains and losses and ensure that such information is forwarded in reports and requests required by directives of higher authority. Also keep the Administrative Officer informed of the future personnel requirement estimates.

(8) Ensure proper administration of the enlisted personnel accounting systems, (Diary, EDVR, MPA, etc.) and originate such correspondence as is necessary concerning the allowance and utilization of Unit personnel.

(9) Supervise the processing of all enlisted personnel orders.

(10) Ensure that adequate procedures are established for the submission of TAD request, preparation of TAD orders and accounting to COMPATWINGSPAC for all TEMADD funds. Screen all TAD request prior to submission to COMPATWINGSPAC. Ensure that all travel claims are screened and forwarded to disbursing for liquidation in a timely manner.

9. Administrative Department Chief:

a. Basic Function: The Administrative Officer's Assistant (senior enlisted member assigned to the Administrative Department) is responsible for the administrative and clerical aspects of the Unit. He will be responsible for the Unit's correspondence regarding routing, filing, typing and report submission.

b. Duties, Responsibilities and Authority: The Administrative Officer's Assistant shall:

(1) Screen all incoming correspondence and directives before routing to the Administrative Officer.

(2) Act on Unit administrative matters as delegated by the Administrative Officer.

(3) Review and ensure the typing of all official correspondence and ensure that such correspondence is properly and expeditiously routed or processed as directed by the Administrative Officer.

(4) Ensure that the Unit's correspondence files are maintained in accordance with the current edition of the Navy Filing Manual and other pertinent directives.

(5) Ensure that a tickler file is reviewed so that reports and correspondence requiring action or reply are promptly and properly acted upon.

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(6) Assist the Assistant Administrative Officer in the preparation and typing of the Special Projects Social Roster to be published once per quarter or as changes occur.

(7) Ensure the proper administration of the officer personnel accounting systems (Diary, ODCR, MPA, etc.) and originate such correspondence as is necessary concerning the allowance and utilization of Unit officer personnel.

(8) Ensure that officer service records are maintained properly.

(9) Ensure the typing and timely submission of Officer Fitness Reports.

(10) Maintain the Unit's directives library.

(11) Perform such other duties as may be assigned.

10. Personnel Supervisor:

a. Basic Function. The Personnel Officer's Assistant (senior enlisted member assigned to the Personnel Department) is responsible for the administrative and clerical aspects of enlisted personnel management within the Unit. He will be responsible for the Unit's correspondence dealing with enlisted personnel and in addition he will account for all TEMADD funds.

b. Duties, Responsibilities and Authority. The Personnel Officer's Assistant shall:

(1) Act on Unit personnel matters as delegated by the Personnel Officer.

(2) Type or review all incoming/outgoing correspondence and ensure that such correspondence is properly and expeditiously routed or processed as directed by the Personnel Officer.

(3) Ensure that a tickler file is reviewed so that reports and correspondence requiring action or reply are promptly and properly acted upon.

(4) Supervise process for requesting and preparing TAD orders and obtain tango/accounting data from COMPATWINGSPAC in a proper and timely manner.

(5) Ensure all TAD Travel Forms are properly filled out and sent to Disbursing in a timely manner.

(6) Supervise typing of all enlisted evaluations.

(7) Assist the Personnel Officer in the preparation and typing of the Special Projects Recall Roster to be published once per quarter or as changes occur.

(8) Ensure the proper administration of the enlisted personnel accounting systems (Diary, EDVR, MPA, etc.) and originate such correspondence as is necessary concerning the allowance and utilization of Unit enlisted personnel.

(9) Ensure that Unit enlisted service records are maintained properly.

(10) Perform such other duties as may be assigned.

c. Administrative Department Collateral Duties. The Administrative Officer shall assign the following collateral duties to personnel within his department.

(1) Educational Services Officer. The Educational Services Officer (ESO) normally a collateral duty of the Personnel Officer, shall be responsible for disseminating information on and monitoring specific aspects of educational services both within the Navy and off duty.

(2) Sponsor Program Officer. The Sponsor Program Officer shall be responsible for maintaining an active, timely and complete sponsor program. He shall contact individuals ordered to the Unit at the first available opportunity and insure they have been informed of all aspects concerning their planned move, housing opportunities, recreation, TLA and other aspects which would make their arrival more enjoyable. He will ensure that each new member is contacted by an individual sponsor picked on the basis of compatible rate and situation.

11. Command Security Manager:

a. Basic Function. The Command Security Manager is responsible to the Administrative Officer for the performance of his assigned duties. As the Special Projects Classified Security Manager, he is responsible for the reproduction, proper handling, dissemination, transmission and stowage of GENSER classified material.

b. Duties, Responsibilities and Authority. The Command Security Manager shall:

(1) Serve as advisor to and direct representative of the Officer in Charge in all situations pertaining to the security of classified material (GENSER).

(2) Supervise the receipt, distribution, routing, security, inventory and destruction of all incoming registered mail.

(3) Ensure the maintenance of a security system to limit access to Unit spaces in a strict clearance and need to know basis.

(4) Maintain a current bill for emergency destruction of Unit GENSER classified material.

(5) Ensure that all outgoing classified material is properly serialized, logged and forwarded expeditiously.

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(6) Implement an Information Security Program in accordance with DOD 5200.1R, OPNAVINST 5510.1 and 3120.32.

(7) Ensure that an up to date security access list is maintained.

(8) Maintain a current classified material Emergency Destruction Bill.

12. Operations Officer:

a. Basic Function. The Operations Officer, as head of the Operations Department, shall be responsible to the Officer in Charge via the Assistant Officer in Charge for the duties of a department head as outlined in paragraph 3.

b. Duties, Responsibilities and Authority:

(1) Assist and advise the Officer in Charge in all matters pertaining to planning, coordination and scheduling of flight operations.

(2) Supervise and enforce all ground and air rules relating to the operation of Unit aircraft.

(3) Supervise the training of Unit aircrews in all aspects of flight operations.

(4) Make timely recommendations for the issue of TAD orders to Unit personnel.

(5) Supervise the performance of Unit flight crews in their flight related duties.

(6) Supervise the allocation and utilization of quarterly flight hour funding.

(7) Prepare and submit daily flight schedules.

(8) Coordinate with COMPATWING TWO and higher level commands relating to Unit operations.

(9) Coordinate the preparation of enlisted and officer flight crew lists.

(10) Maintain individual flight logs for all flight crew personnel.

(11) Submit monthly flight hour reports as required.

13. Assistant Operations Officer:

a. Basic Function. The Assistant Operations Officer shall be responsible under the Operations Officer for routine functions of the Operations Department and be prepared to act as Operations Officer in the absence of the Operations Officer.

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b. Duties, Responsibilities and Authority.

(1) Maintain and prepare for distribution current crew list and clearance lists.

(2) Prepare daily and weekly flight schedules, coordinating with the Training and NATOPS Officer for training requirements.

(3) Maintain and prepare the following reports:

(a) UNITREP

(b) Monthly flight hour summaries

(c) Sonobuoy expenditure

14. Communications/Schedules Officer:

a. Basic Function. The Communication/Schedules Officer shall be responsible under the Operations Officer for the filing, distribution and accountability of all incoming and outgoing unit messages.

b. Duties, Responsibilities and Authority.

(1) Distribute, file and account for all Unit message traffic. Supervise all message board maintenance, updating and clearing.

(2) Maintain Unit master message serial file.

(3) Maintain Unit general message files.

CMS CUSTODIAN

(1) Supervise the care, handling and stowage of Unit CMS account materials in accordance with PATRONSPECPROJUNITHWOINST 2601.1 series, CMS-4K, CSP-2 and NTP-7.

(2) Maintain security of cognizant classified material and maintain a current classified material emergency destruction bill.

15. Maintenance Officer:

a. Basic Function. The Maintenance Officer, as head of the Maintenance Department, shall be responsible to the Officer in Charge via the Assistant Officer in Charge, for the duties of a department head as outlined in reference (a) and paragraph 3 of this instruction.

b. Duties, Responsibilities and Authority. Comply with requirements set forth in reference (b), Chapter 2-1.

16. Assistant Maintenance Officer:

a. Basic Function. The Assistant Maintenance Officer shall be responsible under the Maintenance Officer for the routine functions of the Maintenance Department and be prepared to act as Maintenance Officer in the absence of the Maintenance Officer.

b. Duties, Responsibilities and Authority. Comply with the requirements set forth in reference (b), Chapter 2-2.

17. Maintenance/Material Control Officer:

a. Basic Function. The Maintenance/Material Control Officer shall be responsible under the Assistant Maintenance Officer for the administrative control of the Maintenance Department enlisted personnel.

b. Duties, Responsibilities and Authority. Comply with requirements as set forth in reference (b), Chapter 6.

18. Quality Assurance Officer:

a. Basic Function. The Quality Assurance Officer shall be permanently assigned and is responsible to the Maintenance Officer for the overall quality of maintenance within the department. He shall act as Maintenance Safety Officer and shall assist in the coordination of the total safety effort with the Aviation Safety/Natops Officer.

b. Duties, Responsibilities and Authority. Comply with requirements set forth in reference (b), Chapter 5.

19. Maintenance Division Officers:

a. Basic Functions. Be responsible to the Maintenance Officer for all functions assigned in support of departmental tasks. Pursue the most effective and economical procedure possible to accomplish assigned tasks. Efficiently employ personnel and resources to ensure the necessary quantity and quality of work.

b. Duties, Responsibilities and Authority. Comply with requirements as set forth in reference (b), Chapter 8.

20. Missions Officer:

a. Basic Function. The Missions Officer, as head of the Missions Department shall be responsible to the Officer in Charge via the Assistant Officer in Charge for duties outlined in paragraph 3.

b. Duties, Responsibilities and Authority.

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(1) Assist and advise the Officer in Charge in all matters pertaining to tactical employment of the Unit aircraft, including mission requirements, crew coordination, post-mission reporting and systems configurations.

(2) Supervise and instruct Unit aircrews in matters pertaining to tactics/doctrine.

21. Assistant Missions Officer:

a. Basic Function. The Assistant Missions Officer shall be responsible under the Missions Officer for matters relating to future tactical employment of the Unit aircraft, crew coordination and post-mission reporting. Additionally, he shall be prepared to act as Missions Officer in the absence of the Missions Officer.

b. Duties, Responsibilities and Authority.

(1) With the Intelligence Officer, monitor trends which may affect future employment of Unit aircraft and develop tactics to maximize efficient utilization of the aircraft to meet operational needs and collection requirements.

(2) Monitor post mission reports and post-mission feedback reports for means to improve the collection efforts and mission product.

(3) Maintain liaison as required with PACFAST, FOSIC, IPAC and such other commands as necessary.

(4) Advise the Mission Officer on mission aircrew training requirements in the areas of tactics and crew coordination and establish/conduct training as required.

22. Intelligence Officer:

a. Basic Function. The Intelligence Officer shall be responsible under the Missions Officer for current intelligence relating to employment of Unit aircraft.

b. Duties, Responsibilities and Authority.

(1) Maintain the Unit Intelligence Library and files to ensure all aircrew members are kept informed of foreign naval developments.

(2) Monitor intelligence message traffic for operational trends which may require Unit operations.

(3) Advise the Mission Officer on tactical employment of aircraft systems. Provide intelligence estimate/assessments that may have an impact on systems development or change operational requirements.

(4) Act as Assistant Command Security Manager.

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(5) Conduct periodic Unit intelligence briefs.

(6) Prepare, as required, post-mission series reports highlighting significant activity. Such reports should include analysis of the mission product and its significance.

(7) Act as Command ADP Security Officer.

23. ADP Systems Manager:

a. Basic Function. The ADP Systems Manager is responsible to the Special Projects Missions Officer for assistance in the development and operation of the Special Projects computer systems.

b. Duties, Responsibilities and Authority.

(1) Perform duties as Operational Computer System Manager.

(2) Perform collateral duties as Assistant Special Security Officer for Automatic Data Processing (ADP).

(3) Ensure physical security of the computer room is followed in accordance with DIAM 50-3.

(4) Ensure operational security of Unit computer systems is followed in accordance with DIAM 50-4.

(5) Maintain a publication library containing system hardware manuals, system software manuals and file documentation.

(6) Provide training to Unit personnel on use of the Unit's computer systems.

(7) Monitor computer usage and operation by Unit personnel to ensure proper and efficient use of systems.

(8) Review all proposed usage of computer systems, including files/programs initiated by Unit personnel, to ensure data base protection and proper security control of output.

(9) Conduct routine computer system hardware, software, accounts and files maintenance.

c. Organizational Relationships.

(1) The ADP Systems Manager reports to:

(a) Special Projects Missions Officer for operational functions.

(b) Special Projects Missions Officer for administrative functions.

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(2) The ADP Systems Manager collaborates with all Special Projects personnel who utilize Unit computer systems.

(3) The ADP Systems Manager collaborates with:

(a) All Special Projects personnel who utilize Unit computer systems.

(b) Unit Security Manager for security and classification guidelines relating to ADP equipment, storage media and finished products.

24. Safety/NATOPS/Training Officer:

a. Basic Function. The Safety/NATOPS/Training Officer, as head of the Safety/NATOPS/Training Department shall be responsible to the Officer in Charge via the Assistant Officer in Charge for the duties outlined in paragraph 3. He is responsible for all aspects of the Unit flight and ground safety programs, all aircrew training and the Unit NATOPS program.

b. Duties, Responsibilities and Authority.

(1) Administer the operation of the Safety/NATOPS/Training Department in accordance with this and higher directives.

(2) Ensure required reports are prepared and submitted in a timely manner.

(3) Disseminate safety information within the Unit.

(4) Communicate regularly with other members of the Unit to implement an ongoing, visible safety program.

(5) Monitor and provide recommendations on all proposals affecting flight operations, training procedures and maintenance procedures which pertain to flight safety.

(6) Ensure an aggressive information and education program is pursued within the Unit, the goal of which is to elevate the professional knowledge, safety consciousness and operational performance of all personnel.

(7) Conduct necessary liaison with the CNAP P-3 NATOPS Senior Evaluator for coordinating annual Unit evaluations, aircrew NATOPS instructor designations and other related matters.

(8) Report NATOPS deficiencies of flight crew personnel to the Officer in Charge.

(9) Supervise the training of Unit aircrews in all aspects of flight operations.

(10) Submit weekly and monthly training schedules to all departments.

25. Aviation Safety Officer:

a. Basic Function. The Aviation Safety Officer shall be responsible under the Safety/NATOPS/Training Officer for all aspects relating to aviation safety. He shall also communicate and report directly to the Officer in Charge on matters of an urgent or critical nature relating to the safe operation of Unit aircraft while deployed or at home base.

b. Duties, Responsibilities and Authority.

(1) Act as principle advisor to the Officer in Charge on all aviation safety matters.

(2) Advise and assist the Officer in Charge in the establishment and management of a command aviation safety program in accordance with this instruction.

(3) Maintain appropriate aviation safety records and mishap statistics.

(4) Coordinate safety matters among the Unit's staff.

26. Pilot/FE NATOPS/Training Officer:

a. Basic Function. The Pilot NATOPS Officer shall be responsible under the Safety/NATOPS/Training Officer for all aspects relating to the Unit Pilot/Flight Engineer NATOPS and training programs and shall serve as the Ground Safety Officer.

b. Duties, Responsibilities and Authority.

(1) Continually review Unit procedures to ensure compliance with OPNAVINST 3710.7 and aircraft NATOPS Manual.

(2) Maintain NATOPS Training and Qualification Jackets on Unit personnel in accordance with OPNAVINST 3710.35.

(3) Perform NATOPS check flights on a scheduled and unscheduled basis.

(4) Disseminate latest changes to the NATOPS Flight Station Manual and procedures throughout the Unit.

(5) Conduct periodic reviews of aircraft standard operating procedures and promulgate minutes of each review in a standardization note format to all flight crewmembers.

(6) Coordinate quarterly NATOPS reviews for flight crew personnel in accordance with higher directives.

(7) Organize and conduct an aggressive Ground Safety Program.

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(8) Schedule and conduct training for all flight station personnel in coordination with the Operations Department.

27. NFO/Aircrew NATOPS/Training Officer:

a. Basic Function: The NFO/Aircrew NATOPS Officer shall be responsible under the Safety/NATOPS/Training Officer for all aspects relating to the Unit NFO/Aircrew NATOPS program.

b. Duties, Responsibilities and Authority.

(1) Maintain and update the Unit's local NATOPS supplement for Special Projects aircraft.

(2) Maintain NATOPS Training and Qualification Jackets on all Unit Naval Flight Officers in accordance with OPNAVINST 3710.35 (series).

(3) Ensure all flight crewmembers maintain current NATOPS and instrument qualifications.

(4) Disseminate latest changes to NATOPS aircrew manuals and procedures throughout the Unit.

(5) Perform NATOPS check flights on a scheduled and unscheduled basis.

(6) Develop NATOPS evaluation criteria for Special Projects unique sensor station operators for positional evaluation and testing.

(7) Conduct periodic local NATOPS review conferences for the purpose of updating and standardizing Special Projects NATOPS supplement equipment descriptions, operating procedures and emergency procedures.

(8) Assign and coordinate the efforts of Special Projects Aircrew Positional NATOPS Instructors for unique crew positions.

(9) Schedule and conduct navigation training for all NFOs in coordination with the Operations Department.

28. Aircrew/Ground Training Officer:

a. Basic Function. The Aircrew/Ground Training Officer shall be responsible under the Safety/NATOPS/Training Officer for the conduct of flight and ground training for all enlisted aircrewmen.

b. Duties, Responsibilities and Authority.

(1) Maintain NATOPS Training and Qualification Jackets for all enlisted aircrewmen (except FE) in accordance with OPNAVINST 3510.35.

(2) Implement the Personnel Qualifications System (PQS)/Job Qualification Requirements (JQR) within the Unit.

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(3) Coordinate with the Pilot/FE and NFO/Aircrew NATOPS Officers in conducting individual and crew standardization training.

(4) Act as central point of control for individual and group training requirements met by outside activities.

(5) Coordinate with the Operations Department for the scheduling of flight and ground training for enlisted aircrewmen.

(6) Prepare a monthly training plan for the Unit's training evolutions and courses forecasted to occur during the following month.

(7) Supervise the General Military Training program as prescribed by OPNAVINST 1520.22.

29. Safety/NATOPS/Training Chief Petty Officer Billet Description:

a. Basic Function. The Safety/NATOPS/Training Chief shall be responsible to the Safety/NATOPS/Training Officer for the coordination of all routine administration functions and other specific functions as directed.

b. Duties, Responsibilities and Authority.

(1) Act as the Safety/NATOPS/Training Department representative to the Sailor of the Quarter, Supervisor of the Quarter, Aircrewman of the Quarter, Striker Review Board and Training Planning Board.

(2) Act as the department liaison with other departments on matters involving watchbills, working parties, co-usage of reproduction and computer equipment, etc.

(3) Nominate department personnel to positions on Unit boards, other than those noted above.

(4) Promote and monitor the Unit's Safety, Energy Conservation and Equal Opportunity Program.

(5) Ensure department working spaces are properly maintained.

(6) Monitor the general educational development of assigned personnel by encouraging them to become actively involved in correspondence courses and other off-duty educational programs.

(7) Supervise the professional development of assigned personnel and monitor progress toward attainment of career goals.

(8) Maintain the department muster report and recall bill.

(9) Perform other such duties as may be assigned.

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30. Aircrew Safety/NATOPS Petty Officer:

a. Basic Function. The Aircrew Safety/NATOPS Petty Officer shall be responsible to the Senior NATOPS Officer for the duties outlined in paragraph 6.

b. Duties Responsibilities and Authority.

(1) Assist the NATOPS Officers in maintaining up-to-date NATOPS manuals qualifications, records, etc.

(2) Coordinate NATOPS flight checks for respective aircrew personnel.

(3) Prepare and administer NATOPS quizzes, exams, lectures and lessons required by the NATOPS Officers.

(4) Maintain safety and hazard message files.

31. Training Petty Officer:

a. Basic Function. The Training Petty Officer shall be responsible to the Unit Training Officers for the duties outlined in paragraph b.

b. Duties, Responsibilities and Authority.

(1) Assist the Training Officers in maintaining up-to-date training records, manuals and qualifications.

(2) Publish a Monthly Training Plan.

(3) Conduct liaison with organizations conducting training and request quotas for training in accordance with applicable instructions.

(4) Assist in the implementation and review of the JQR/PQS program.

32. Safety Petty Officer:

a. Basic Function. The Unit Safety Petty Officer shall be the principal enlisted representative within the Safety Department and shall concern himself with all aspects of safety throughout the Unit's working spaces and living areas.

b. Duties, Responsibilities and Authority. The Safety Petty Officer Shall:

(1) Report directly to the Safety Officer on all matters concerning general safety.

(2) Communicate with the Work Center Safety Petty Officers.

(3) Have a thorough knowledge of the QDR and Safety Report Programs; monitor compliance with reporting procedures by all work centers and maintain the QDR/Safety report file.

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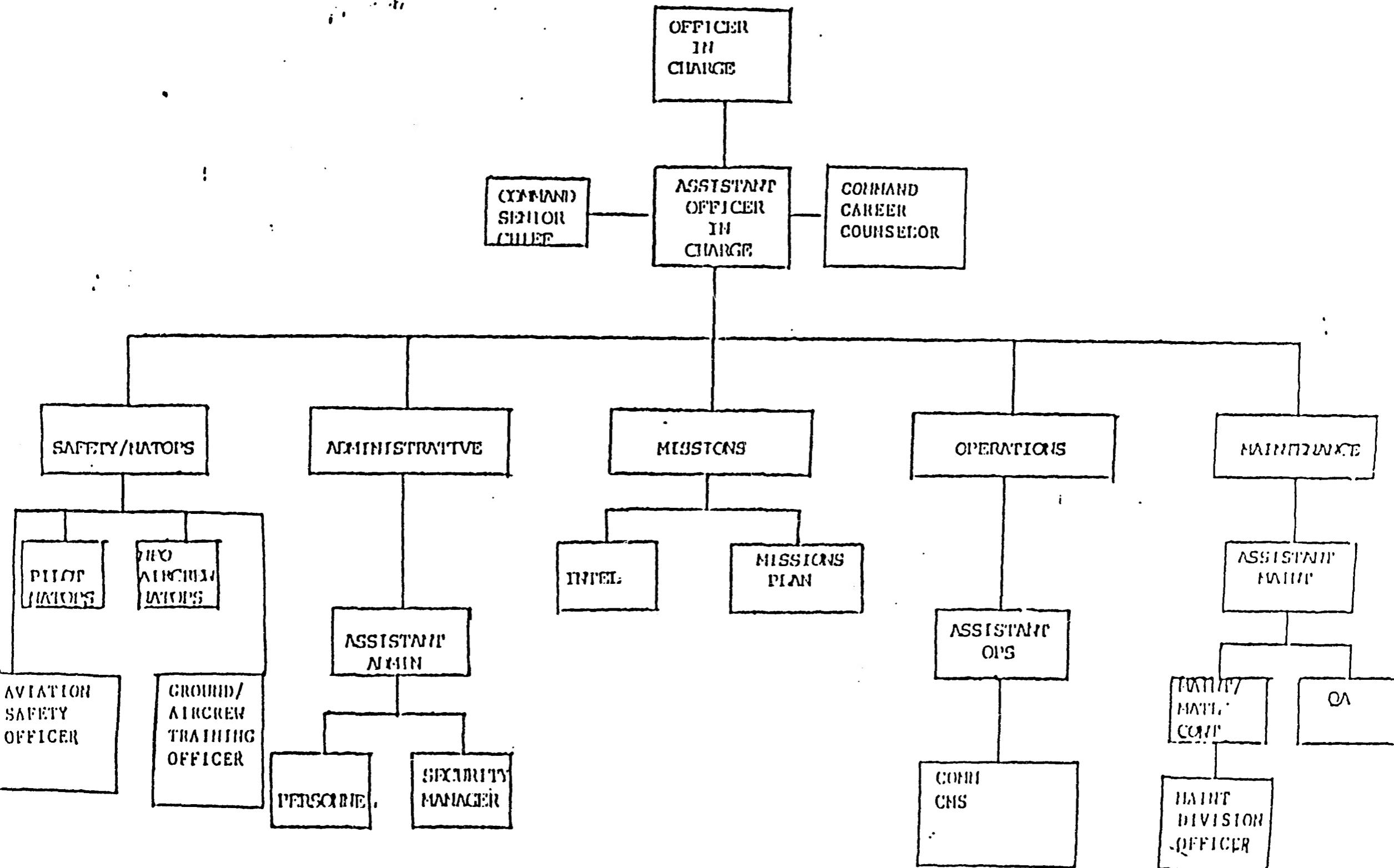
(4) Maintain the Unit's safety bulletin board, updating it at least once a week.

(5) Observe all routine Unit activities such as aircraft movements and FOD walk downs and report back to the Safety Officer on any discrepancies.

(6) Monitor the Safety Program throughout the Unit.

program for Work Center Safety Petty Officers.

(8) Participate on the Enlisted Safety Committee as the representative of the Safety Department.



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